

**SAN MATEO COUNTY OFFICE OF EDUCATION
REGULAR MEETING AGENDA OF THE
PERSONNEL COMMISSION**

Wednesday, April 9, 2025, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #636**

*The Personnel Commissioners will hold this meeting in person.
However, for those interested in attending remotely, you may register at:*

Join Zoom Meeting:

<https://tinyurl.com/2025pcm>

Meeting ID: 971 4988 0299

One tap mobile:

+16699009128,,97149880299# US (San Jose)

+16694449171,,97149880299# US

In accordance with Government Code § 54957.5 (b) (1), writings relating to a Personnel Commission meeting agenda item that are distributed to at least a majority of Commissioners less than 72 hours before a noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the Personnel Commission Office, 101 Twin Dolphin Drive, Redwood City, CA 94065 during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission's webpage at <https://www.smcoe.org/about/personnel-commission/>

1. Call To Order

2. Roll Call:

- ☐ Commissioner Veronica Palmer
- ☐ Commissioner Annette Shreve
- ☐ Commissioner Karen Schwarz

3. Approval of Agenda – April 9, 2025

4. Approval of Meeting Minutes

- a) March 12, 2025
- b) March 26, 2025

5. Board of Education/Superintendent Communications

6. Public/Employee Communications

Persons may provide comment at this time, and Personnel Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda. To efficiently accommodate public comment for agenda items, please submit your question or comment online prior to the meeting using the following link:

<https://tinyurl.com/smcoepec>

Once you are acknowledged to speak, please state your name, your affiliation, and speak clearly into the microphone. Only one person may speak at a time.

7. Information & Discussion

These items are presented for information only. No action is required or permitted on any of these agenda items.

- a) Recruitment/Selection Activities and Staffing Report
- b) Personnel Commission Services Executive Director's Report

8. Action Items

- a) Approval of Eligibility List(s)
- b) Adoption of Merit Rule 110.2 (B)
- c) Revised Class Description: Registered Behavior Technician

9. Discussion

- a) First Reading: Proposed Personnel Commission Budget for Fiscal Year 2025 - 2026

10. Personnel Commissioners' Report

11. Next Meeting – May 14, 2025, at 4:00 p.m.

12. Adjournment

Special accommodations for persons with disabilities will be made available to the individual upon request of service with a three-day advanced notice. For further information please contact Facilities Services at (650) 802-5690; TCC (650) 802-5480. Members of the public may request to review materials related to the agenda items by contacting Personnel Commission Services at lkintanar@smcoe.org or (650) 802-5309.

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES

Meeting #634

Wednesday, March 12, 2025 – 4:00 p.m.

The Personnel Commission meeting was held in person at 101 Twin Dolphin Drive, Redwood City, CA 94065 with an option for attendees to join remotely via Zoom meeting platform:

Zoom Meeting Information:

<https://tinyurl.com/2025pcm>

Meeting ID: 971 4988 0299

One tap mobile:

+16699009128,,97149880299# US (San Jose)

+16694449171,,97149880299# US

Commission Members Present: Veronica Palmer, Commissioner
Annette Shreve, Commissioner
Karen Schwarz, Commissioner

Commission Staff Present: Randy Perez, Executive Director-Personnel Commission Services
Lycette Kintanar, Personnel Commission Analyst

Others Present:

Bijan Albuyeh

Luz Ariza

Heather Campagna

Francesca D’Amato

Robert Fuertes

Amanda Lee

Ephraim Lem

Sarah Look

Melissa Lozano

Teri Mai

Bayan Maithaluni

Christian Morales-Aponte

Lauriene Mouton

Rosemarie Pozzobon

Guadalupe Rivas Jer

Dennis Shreve

Lilya Sorensen

1. CALL TO ORDER – 4:00 p.m.

2. ROLL CALL:

- a) Commissioner Veronica Palmer, present
- b) Commissioner Annette Shreve, present
- c) Commissioner Karen Schwarz, present

3. APPROVAL OF AGENDA

Action: A motion to approve the March 12, 2025, regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye

Shreve – Aye

Schwarz – Aye

4. APPROVAL OF MEETING MINUTES

Action: A motion to approve the February 12, 2025 regular meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye
Shreve – Aye
Schwarz – Aye

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report.

6. PUBLIC/EMPLOYEE COMMUNICATIONS

None to report.

7. INFORMATION ITEMS & DISCUSSION

a) Recruitment/Selection Activities & Staffing Report

Randy Perez, *Executive Director-Personnel Commission Services*, presented to the Commission his monthly update on classified recruitment and staffing report. No questions were brought forth regarding the monthly staffing report.

b) Personnel Commission Services Executive Director's Report

Mr. Perez addressed the Personnel Commission and provided an update on current activities of the department. He announced that Personnel staff will be attending the CSPCA (California School Personnel Commissioners Association) annual conference scheduled on March 16 to 18, 2025. He acknowledged that Commissioners Palmer & Shreve will be joining staff at the conference with Keri Moore, a Paraeducator from CSEA unit 158.

Mr. Perez also mentioned the current vacancy for the Personnel Commission Specialist position and announced that recruitment will pause until management and CSEA concludes its negotiations on the impacts of the classification and compensation study.

8. ACTION ITEMS

a) Adoption of Merit Rule 30 (I)

Personnel Commission action is requested to adopt Merit Rule 30 (I) as presented. Revisions made to Merit Rule 30 (I) were presented to the Commission in January for the first reading, and in February for the second reading pursuant to Merit Rule 10.4.

Action: A motion to approve Merit Rule 30 (I) as presented was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Shreve – Aye
Schwarz – Aye

9. DISCUSSION

a) Second reading: Merit Rule 110.2 (B)

Mr. Perez presented to the Commission the proposed revised Merit System Rule 110.2 (B). The merit rule, which aims to provide more context for involuntary demotions was presented as a follow-up from its first reading in the February Personnel Commission meeting.

10. PERSONNEL COMMISSIONERS' REPORT

None to report.

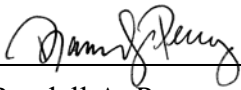
11. NEXT MEETING

The next Personnel Commission regular meeting is scheduled on April 9, 2025 @ 4:00 p.m.

12. ADJOURNMENT

Having no further business, Commissioner Veronica Palmer adjourned the meeting at 4:07 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION SPECIAL MEETING MINUTES

Meeting #635

Wednesday, March 26, 2025 – 3:00 p.m.

*The Personnel Commission meeting was held in person at
101 Twin Dolphin Drive, Redwood City, CA 94065.*

Commission Members Present: Veronica Palmer, Commissioner
Karen Schwarz, Commissioner

Commission Staff Present: Randy Perez, Executive Director-Personnel Commission Services
Lycette Kintanar, Personnel Commission Analyst

Others Present:

Heather Campagna

Teri Mai

Lauriene Mouton

Francesca D’Amato

Rich Maldonado

Shelène Peterson

Robert Fuertes

Tami Moore

Dalma Sato

Wilbur Lopez

Christian Morales-Aponte

Lilya Sorensen

1. CALL TO ORDER – 3:00 p.m.

2. ROLL CALL:

- a) Commissioner Veronica Palmer, present
- b) Commissioner Annette Shreve, absent
- c) Commissioner Karen Schwarz, present

3. APPROVAL OF AGENDA

Action: A motion to approve the March 26, 2025 special meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye

Schwarz – Aye

4. PUBLIC/EMPLOYEE COMMUNICATIONS

Francesca D’Amato, *Financial Analyst*, addressed the Personnel Commission and stated her concerns on the inaccuracies in the pay levels reported in the consultant's previous report of the classification & compensation study.

CSEA representatives, Christian Morales-Aponte and Laurie Mouton expressed their concerns about the accuracy of the data and the impact on future negotiations. They expressed a feeling that rank & file concerns were not heard and were not afforded an opportunity to appeal the final report.

Randy Perez, *Executive Director-Personnel Commission Services*, clarified that the Payroll Supervisor position should be corrected to reflect the correct job classification. He emphasized that the current Payroll Manager is retiring and the position needs to be updated to Payroll Supervisor. Mr. Perez, recommended to realign three job classes to ensure they are on the same salary scale, range 44: Fiscal Services Supervisor, Supervisor, Information Systems-District Business Services, and Payroll Supervisor.

Discussion ensued.

5. DISCUSSION & ACTION

Chairperson Veronica Palmer opened the floor for Commissioners discussion.

Discussion ensued.

Commissioner Palmer asked for clarification on the job classes and their current occupancy.

Mr. Perez explained that the Supervisor, Information Systems (District Business Services) position is being adjusted from salary range 48 to salary range 44. He clarified that the Payroll Supervisor position is being updated to reflect the correct job classification and that the Fiscal Services Supervisor position is not being touched and will remain at range 44.

Commissioner Palmer called for a motion to approve the salary range recommendation at range 44 for the Payroll Supervisor and Supervisor Information Systems-District Business Services.

Action: A motion to approve the salary range recommendation at range 44 for the Payroll Supervisor and Supervisor Information Systems-District Business Services was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

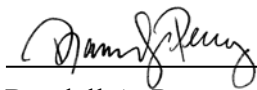
Palmer – Aye

Schwarz – Aye

6. ADJOURNMENT

Having no further business, Commissioner Veronica Palmer adjourned the meeting at 3:39 p.m. and noted that the next regular meeting is scheduled on April 9, 2025.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Agenda Item 7 (a)**

Date: April 09, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – MARCH/APRIL

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from March 12 through April 08, 2025.

STAFFING REPORT – CLASSIFIED

March 12, 2025 through April 08, 2025

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Payroll Supervisor (<i>Promotional Recruitment</i>)	BSD/DBS	Faith Marte-Kroeger	03/28/2025	04/11/2025	N/A	04/16/2025	TBD
Executive Director, Strategy & Communications	SUPT/S&C	Patricia Ann Love	10/26/2024	01/10/2025	N/A	01/28/2025	01/31/2025
Itinerant Paraeducator, Special Education	ESD/ACC	Lesley Williams	09/11/2024	<i>Continuous</i>	TBD	TBD	TBD
Paraeducator, Court/Community Schools (<i>Repost</i>)	ESD/C&C	New Position	07/25/2024	03/25/2025	N/A	03/27/2025	03/31/2025
Itinerant Paraeducator, Special Education	ESD/SPED	Multiple Positions	08/11/2023	<i>Continuous</i>	N/A	06/27/2024	06/28/2024

SELECTION / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written/PE/ SR Pass	Oral Pass	Eligible Candidates
Payroll Supervisor (<i>Promotional Recruitment</i>)	BSD/DBS	Faith Marte-Kroeger	<i>Ongoing</i>				
Executive Director, Strategy & Communications	SUPT/S&C	Patricia Ann Love	22	15	7	5	5
Itinerant Paraeducator, Special Education	ESD/ACC	Lesley Williams	<i>Ongoing</i>				
Paraeducator, Court/Community Schools (<i>Repost</i>)	ESD/C&C	New Position	20	15	N/A	4	4
Itinerant Paraeducator, Special Education	ESD/SPED	Multiple Positions	<i>Ongoing</i>				

CERTIFICATION LISTS

Position	Date Sent	Division/Department
Paraeducator, Court/Community Schools	03/31/2025	ESD – Court & Community Schools

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
None to report.			

TRANSFERS

POSITION FILLED	FILLED BY	Fr DIV. / DEPT.	To DIV. / DEPT.	EFFECTIVE DATE
None to report.				

RECLASSIFICATION

NEW POSITION	FORMER POSITION	FILLED BY	EFFECTIVE DATE
None to report.			

STAFFING REPORT – CLASSIFIED

March 12, 2025 through April 08, 2025

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Executive Director, Strategy & Communications	SUPT/S&C	Ian Bain	03/13/2025

NEW ASSIGNMENT

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
None to report.			

RE-EMPLOYMENT FROM LAYOFF

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
None to report.			

REINSTATEMENT

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
None to report.			

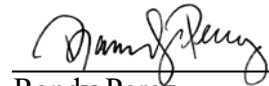
NEW EMPLOYEES – LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Paraeducator, Special Education (Substitute)	ESD/SPED	Jacqueline Manubay	03/17/2025
Paraeducator, Special Education (Substitute)	ESD/SPED	Emma Jean Nacion	03/17/2025

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
None to report.			

Respectfully Submitted By:



Randy Perez
Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Agenda Item 8 (a)**

Date: April 09, 2025

Department: Personnel Commission Services

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Approval of Eligibility List(s)

Recommendation:

Personnel Commission action is requested to ratify the Open Competitive eligibility list developed for the classification of *Paraeducator-Court/Community Schools* in accordance with Education Code Section 45272.

Background:

Personnel Commission Services staff completed the recruitment and examination procedures to fill the vacancy for the position of *Paraeducator-Court/Community Schools* job classification. The eligibility list developed for this classification will be valid as indicated on the recruitment announcement in accordance with Merit System Rule 60.1.

<i>Classification</i>	<i>Date</i>	<i>Bargaining Unit</i>	<i>Eligible Ranks</i>	<i>Eligible Candidates</i>
<i>Paraeducator, Court/Community Schools</i>	03/27/2025	CSEA 158	4	4

**San Mateo County Office of Education
Personnel Commission
Meeting Agenda
Item 8 (b)**

Date: April 9, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Adoption of Merit Rule 110.2 (b)

Background:

Merit Rule 10.4 states, in part:

B. No rule or amendment shall be adopted by the Commission until employee representative groups for classified employees and administration of the San Mateo County Office of Education have been given reasonable notice of the proposal. (Education Code Section 45260)

C. All proposals to amend, delete, or add to these rules will be presented to the Personnel Commission for a first reading. Proposals to amend, delete, or add rules shall not become final without a second reading, unless a critical emergency exists requiring that the Commission take immediate action to enact or revise a rule.

Revisions made to Merit Rule 110.2 (b) were presented to the Commission in February as a first reading, and then in March as a second reading pursuant to Merit Rule 10.4. Accordingly, this agenda item is presented to the Commission in request that Merit Rule 110.2 (b) be formally adopted.

Recommendation:

I request a motion to adopt Merit Rule 110.2 (b) as presented, effective this day, the ninth of April, 2025.

CHAPTER 110

TRANSFER OF EMPLOYEES

110.1 TRANSFER

A. **Definition of Transfer:** For purposes of this rule, a vacancy shall occur when a new position is created or an existing position becomes vacant. There are two forms of transfer possible for classified employees:

1. A position transfer shall mean the relocation of an employee between job sites or between departments at the same job site, within the same classification.
2. A lateral transfer is the transfer of an employee to a position in a similar or related class with the same salary range.

B. **Position Transfer:** A position transfer may be initiated by office administration or at the request of the employee. Transfers initiated by management may be made at any time for the good of the classified service and shall be governed by the following rules:

1. An employee who is about to be transferred shall be notified in writing by his/her immediate supervisor at least five (5) working days prior to the effective date of the transfer.
2. Transfers shall not be made for arbitrary or capricious reasons, and an employee may request a conference or written statement regarding the reasons for an employer initiated transfer.

C. **Lateral Transfer:** A permanent employee may be transferred to a position in a related class on the same salary schedule. Such transfers shall be made only with the approval of the Personnel Commission. Determination of whether classes are sufficiently related to permit transfer between them shall be based on the similarity of 1) occupational group; 2) duties; 3) minimum qualifications; and 4) examination content. In general, more latitude in transfers is permitted when the transfer request is based on reclassification, impending layoff, or health.

D. **Probation Period for Lateral Transfers:** A permanent employee who transfers to a position in a class in which the employee has not previously completed a probationary period shall be considered probationary in that class for the standard probationary period outlined in Section 90.3.1 of these rules. At any time during this probationary period, the employee may be returned (transferred) to a vacant position in his/her former class without right of appeal. However, if such transfer

to the former class would result in a layoff, demotion, or reduction in assigned time, the employee will have the same appeal rights as a permanent employee who is demoted or dismissed.

(Education Code Sections 45301, 45260, and 45261)

- E. **No Adverse Affect from Transfers:** A transfer shall not change the employee's range and step placement on the salary schedule, salary increment date, accumulated sick leave and vacation credit, or otherwise adversely affect the employee's rights as provided in the law and these rules.
- F. **Seniority Credit:** Transfers shall have the following effects on seniority:
1. Within the same class – none.
 2. From one class to another – the employee shall not receive seniority credit in the new class for service in other classes; however, the employee shall retain seniority credit for time served in each former class.
- G. **Transfer Shall Not Alter Effects of Layoffs:** A transfer shall not be used as a device for altering the effects of impending layoffs, except as provided for elsewhere in the rules and regulations.
- H. **Posting of Vacancy Notices:** Vacancy notices shall only be required to be distributed if there is not a current eligibility list in existence. In such instances, the vacancy notice will be posted pursuant to the procedures outlined in Rule 50.1.
- I. **Submission of Request for Transfer:** An employee may request a transfer at any time by submitting a "Transfer Request Form" to the Personnel Office. All such requests will be kept on file in the Personnel Office for one year.
- J. **Certification of Names to Interview:** The Personnel Director shall certify to the hiring manager the names on the transfer list (in rank order by seniority) who are qualified for transfer to a vacant position. Transfer candidates shall be given first consideration when filling vacancies. The hiring manager may, after interviewing transfer candidates, request that names be certified for consideration from a job eligibility list.

(Education Code Sections 45260 and 45261)

110.2 DEMOTIONS

- A. **Voluntary Demotion:** A permanent employee may request a voluntary demotion to a vacant position in a class with a lower salary rate, provided that the employee has previously achieved permanent status in that class, or, the request for demotion is to a related class in the same job family as defined by the Personnel Commission. All demotion requests shall require the approval of the Personnel Director.

1. An employee may take a voluntary demotion or reduction in assigned time in lieu of layoff or to remain in his/her present position rather than be reassigned.
2. An employee who demotes to a class in which the employee does not hold permanency shall complete the appropriate probationary period in the new class.
3. A voluntary demotion is available to a probationary employee who does not hold permanent status in the classified service only in cases when the employee would otherwise be laid off.
4. An employee who accepts a voluntary demotion, or who is involuntarily demoted for cause, will be placed on the step of the salary range of the lower class that is closest to but not more than the salary step the employee is on in his/her current class.

B. Involuntary Demotion: an involuntary demotion is initiated by management and is defined as a change in assignment of an employee from a position in one class to a position in another class which is allocated to a lower maximum salary rate. Involuntary demotion occurs pursuant to the following:

1. A permanent employee who has been promoted to a higher class, or transferred to a new class, may be involuntarily demoted to a vacant position in the employee's former class for cause if the employee achieved permanency in the new classification. Such involuntary demotion is a disciplinary action for cause and is subject to the disciplinary procedures pursuant to these Rules.
2. A permanent employee who has been promoted to a higher class, or transferred to a new class, may be involuntarily demoted during their probationary period to a vacant position in the employee's former class without cause. The employee does not possess the right to appeal their probationary release.
3. A permanent employee who has been promoted to a higher class but fails to maintain the required license/certification or other occupational requirements of the classification may be involuntarily demoted to a vacant position in the employee's former classification. The licensure, certification or other occupational qualifications of the classification must be legally required as determined by respective industry standards and approved by the Personnel Commission.

(Education Code Sections 45260 and 45261)

110.3 RESTORATIONS

A. Restoration of Former Employee: A former permanent employee who resigned in good standing may be reinstated to a vacant position in his/her former class and status within thirty-nine (39) months of the last date of paid service. In addition, the former employee may be reemployed to a vacant position in a lower related class (as determined and approved by the Personnel Commission) if qualified, or in a limited-term status in the same or lower class. Such appointments are discretionary with the appointing authority.

B. Restoration of Current Employee to Former Class: An employee who has taken a voluntary demotion may be restored to a vacant position in his/her former class or to a vacant position in a related lower class (as determined and approved by the Personnel Commission) within thirty-nine (39) months after demotion. Restoration is discretionary with the appointing authority. (Demotions taken in lieu of layoff are covered by the layoff provisions of these rules consistent with Education Code Section 45298.)

C. Effects of Reinstatement: Reinstatement of a current employee or reemployment of a former employee shall have the following effects:

1. A former employee shall be restored to the former step in the salary range for the class, or if re-employed in a related lower class, to the rate closest to that of the step to which the employee would be assigned if reinstated to his/her former class.
2. A current employee being reinstated to a former higher class shall be placed at the salary range of the higher class and then to the step required in the rules if the employee was receiving a promotion.
3. The former employee shall receive restoration of accumulated sick leave and seniority as of the date of separation.
4. The former employee shall receive restoration of his/her former anniversary date, deducting time away from the Office and without step advancement credit for the off duty period.
5. The former employee shall receive restoration of any prior longevity steps granted prior to resigning, without longevity step advancement credit for the off duty period.

(Education Code Sections 45260, 45261, and 45309)

110.4 EMPLOYEES WITH DISABILITIES

A. General Policy: Whenever an employee is medically determined to have a physical disability, mental disability or medical condition, within the meaning of applicable law, that limits a major life function including physical, mental, and social activities,

the Office shall consider any reasonable accommodation(s) that would allow the employee to perform essential job functions in accordance with the provisions of these rules and regulations.
(Education Code Section 45279)

B. Disabilities of a Temporary Nature: When an employee is temporarily unable to perform the regularly assigned duties of his/her position, the Office may, when feasible and in the best interests of the Office, alter the employee's duties and work schedule, or reassign the employee to a temporary position to accommodate the disability.

1. An employee may receive a temporary job accommodation provided that a state licensed physician has determined that the employee is unable to perform any or all of his/her regular job duties.
2. The duration of any work accommodation provided a temporarily disabled employee will be at the discretion of the employer.

C. Medical Inquiries: When an employee declares that (s)he has a physical or mental impairment that inhibits the employee's ability to perform an essential job function, or requests a work accommodation, the Office may request that the employee provide medical evidence of the nature, severity and duration of the impairment, the activities it limits, and the extent to which it limits them. Such inquiry shall be made with the employee's written consent, and limited to requesting information about the employee's functional limitations and ability to perform job-related functions.

D. Interactive Process: When an employee requests a job accommodation based on medical certification of a physical impairment, or it is apparent that the employee needs an accommodation, the Office shall engage in a timely, good faith, interactive process with the disabled employee to determine whether there is any reasonable job accommodation the Office can make. The meeting will include identifying possible accommodations and documenting the employee's beliefs about what his/her needs are.

1. The Office shall not have an obligation to initiate an interactive process if an employee does not request a reasonable accommodation and the Office neither knows nor has reason to know of the disability.

E. Permanent Disabilities: When an employee is permanently unable to perform the regularly assigned duties of his/her position, the Office may implement accommodations that include, but are not limited to: transferring marginal job functions to another employee; acquiring or modifying work tools and equipment; offering a leave of absence; modifying work hours; and reassigning the employee to an open position for which the employee is qualified. The Office has the final

discretion to select a suitable accommodation, and may make its decision based on its cost or other relevant program considerations.

1. The employer shall consider making reasonable accommodations for the limitations imposed by a known permanent disability of an employee who is otherwise qualified to perform the essential functions of the job, provided that the accommodations do not provide an undue hardship on the Office.
2. An employee may receive a permanent job reassignment provided that a state licensed physician has determined that the employee is permanently unable to perform any or all of his/her essential job duties.
3. The Personnel Director shall review the proposed duties offered to an employee who is given a job reassignment to determine their proper classification.
4. If the employee is assigned to a position in a classification with a lower salary range, such assignment shall require:
 - a. The approval of the employee.
 - b. The approval of the Personnel Commission.
 - c. That the employee meets the minimum qualifications for the class.
 - d. That the employee be placed on the step of the salary range of the lower level class that is closest to but not more than the salary step the employee is on in his/her current class.
 - e. If the employee is assigned to a position in a classification with a higher salary range, such assignment shall require:
 1. The approval of the employee.
 2. The approval of the Personnel Commission.
 3. That the employee meets the minimum qualifications of the class.
 4. That the employee shall receive no salary increase from such assignment until the employee can be appointed to the higher class in accordance with the rules and procedures on eligibility and appointment.

F. Effect of Refusal by Employee: A disabled employee may refuse assignment to other classes without effect on the employee's rights under sick leave provisions established by law, or these rules and regulations. However, there is no obligation

for the Office to renew offers of reassignment which have been refused or to make alternate offers.

(Education Code Sections 45260, 45261, and 45279; Cal Govt. Code Sections 12926 and 12940; U.S. Code sections 42 12010 to 12213)

**San Mateo County Office of Education
Personnel Commission
Meeting Agenda
Item 8 (c)**

Date: April 9, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Revisions Made to a Class Description: Registered Behavior Technician

Background:

Merit Rule 30.2 (C) subsections five & six state, in part:

“For each class, the Personnel Commission shall establish and maintain a class specification which shall include...

5. A statement of qualifications for service in the class. The qualifications may include, but not be limited to education, experience, knowledge, skill, and ability.

6. A statement about any license, certificate, or other special requirements for employment in the class.”

The Behavior Analyst Certification Board (BACB) publishes a Registered Behavior Technician (RBT) Handbook that provides, among other things, the requirements for becoming a certified RBT and maintaining certification throughout employment. One of the requirements for maintaining certification after successfully obtaining it is to undergo ongoing, monthly observation/supervision by a qualified evaluator.

The current version of the RBT class description only states as a condition of employment that incumbents in the job class must achieve a passing score on the RBT examination to be certified. The current version does not clarify that certification must be maintained throughout employment per BACB standards.

This agenda item is presented as a request to approve revisions made to the RBT class description that clarify the need for ongoing maintenance of the RBT certification.

Recommendation:

I request a motion to approve revisions made to the minimum qualifications of the Registered Behavior Technician class description, as presented.



REGISTERED BEHAVIOR TECHNICIAN

DEFINITION

Under general supervision, provides specific and intensive support to special education students with comprehensive positive behavioral intervention plans utilizing effective behavior management and intervention strategies; collaborates with district and site staff and with staff, works one on one with students to address behavioral needs and/or short term critical situations; delivers instruction and collects data; participates as a member of the educational team and participates in the Individualized Education Plans (IEPs) as appropriate; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for performing technical duties in support of special education. Positions at this level exercise judgment and initiative in their assigned tasks, receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors students with individualized programs in behavioral areas and uses behavior modification principles to reinforce performance and teach replacement behaviors.
- Tracks behaviors of students to determine effectiveness of behavior intervention; collects data for the development and implementation of behavior intervention plans and implements various positive reinforcement interventions.
- Implements behavior analytic principles to increase skill acquisition (e.g., discrete trial, discrimination training, shaping procedures, prompt, and prompt fading procedures); serves as a role model and models appropriate behavior; encourages and supports children.
- Communicates with children, parents, and others to resolve issues and answer questions; converses with and establishes rapport with students.
- Monitors student to determine need for assistance with assignments or lessons; assists students with worksheets, assignments, and projects as required.
- Assists students with the development of increased independence and the transition into mainstream educational settings.
- Implements continuous, discontinuous, and permanent product data recording procedures; records student information, including entering data in data collection system(s), and updating behavior graphs.
- Participates in conferences and planning sessions with the teacher; participates in bi-weekly Board-Certified Behavior Analyst supervision and training meetings; attends required in-service training sessions or workshops, including Safety-Care training.
- Performs a variety of clerical duties in support of classroom activities such as preparing, typing,

- duplicating, and filing instructional materials.
- Provides medical assistance and health care to special education students as required; administers first aid and CPR according to established procedures.
- Makes home or community visits with students as necessary.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in behavioral health; and
- Two (2) years of progressively responsible experience working with special education students.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months, a ~~valid passing score on the~~ Registered Behavior Technician (RBT) ~~certification, to be maintained throughout employment~~ exam.
- Possession of, or successful acquisition within six (6) months, a valid Safety-Care Certification, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months, a valid First Aid/CPR Certification, to be maintained throughout employment.

Knowledge of:

- Principles and practices of Applied Behavior Analysis (ABA).
- Developmental stages, needs, and characteristics of school-aged children, particularly related to special learning needs.
- Behavior management strategies and techniques.
- Observational skills, data collection techniques, and record keeping.
- Safety principles and practices, including basic first aid.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- County and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Implement positive behavioral intervention plans.
- Model appropriate behavioral techniques.

- Recognize individual student learning needs and adapt to facilitate learning.
- Observe and record extensive data and perform a variety of related clerical tasks.
- Organize, maintain, and update student records and files.
- Handle medical emergencies and injuries in a calm and effective manner.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a classroom classification including standing in work areas and walking between work areas required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office or classroom environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees are required to operate a vehicle to perform assigned work.

**San Mateo County Office of Education
Personnel Commission Meeting
Agenda Item 9 (a)**

Date: April 9, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: First Reading – Proposed Personnel Commission Budget for Fiscal Year 2025 - 2026

Background:

Merit Rule 20.15 states the following: “The Personnel Director shall, prior to the first Commission meeting in April of each year, prepare and submit to the Commission a proposed operating budget for the ensuing fiscal year.”

Furthermore, Education Code section 45253 states that the Personnel Commission budget, “shall be prepared for a public hearing by the commission to be held not later than May 30 of each year...” In preparation for the public hearing, included with this agenda item is the proposed draft Personnel Commission budget for fiscal year 2025 - 2026.

The draft budget contains a three-year view of the Personnel Commission budget going back to fiscal year 2023 – 2024. Personnel Commission staff will not be requesting any changes to the bottom line amount for operating costs.

The Personnel Commission will hold a public meeting in May to adopt the proposed budget for fiscal year 2025 - 2026. No action is required on this agenda item at this time.

San Mateo County Office of Education, Office of the Superintendent
PERSONNEL COMMISSION SERVICES
Three-Year Budget Comparison
March 28, 2025

Expense Object Code	Expense Description	2023-2024 Approved Budget	2024-2025 Approved Budget	2025-2026 Proposed Budget
2300	Supervisor & Administrative Salaries	\$184,524	\$195,600	\$202,446
2304	Personnel Commission Salaries	\$1,800	\$1,800	\$1,800
2401	Administrative Assistant Support	\$206,227	\$223,099	\$237,055
2402	Clerical Xtra Help/OT/Sub	\$10,000	\$10,000	\$10,000
2408	Vacation Longevity Pay	\$2,638	\$0	\$0
	Classified Salaries - Subtotal:	\$405,189	\$430,499	\$451,301
3202	P.E.R.S. - Classified	\$106,920	\$115,963	\$123,163
3312	Social Security - Classified	\$25,122	\$26,691	\$27,981
3322	Medicare - Classified	\$5,875	\$6,242	\$6,544
3402	Basic Life, Long Term Disability, Health & Welfare, OPEB - Classified	\$47,528	\$49,668	\$60,722
3502	Unemployment Insurance - Classified	\$203	\$215	\$226
3602	Workers' Compensation - Classified	\$13,721	\$15,411	\$16,156
	Employee Benefits - Subtotal:	\$199,370	\$214,190	\$234,792
4300	Materials & Supplies	\$4,000	\$4,000	\$4,000
4303	Photocopy Expense	\$500	\$500	\$500
4305	Subscriptions	\$11,070	\$11,070	\$11,070
4400	Noncapitalized Equipment	\$5,000	\$5,000	\$5,000
	Books and Supplies - Subtotal:	\$20,570	\$20,570	\$20,570
5201	Mileage Reimbursement - Staff	\$1,500	\$1,500	\$1,500
5202	Staff Development, Conferences, Travel	\$10,000	\$10,000	\$10,000
5300	Dues & Memberships	\$8,000	\$8,000	\$8,000
5800	Professional/Consultant Services & Operations	\$17,954	\$17,954	\$17,954
5803	Employee Fingerprint/X-Ray	\$700	\$700	\$700
5815	Advertising	\$10,500	\$10,500	\$10,500
5816	Employee Tuition Reimbursement	\$3,000	\$3,000	\$3,000
5825	Printing Expense	\$1,250	\$1,250	\$1,250
5901	Postage & Shipping Charges	\$1,500	\$1,500	\$1,500
5902	Telephone/Communications	\$720	\$720	\$720
	Contracts/Other Services - Sub Total	\$55,124	\$55,124	\$55,124
	Total Commission Budget:	\$680,253	\$720,383	\$761,787